

## TC FACILITIES CALL LIST

### **General Rules**

**Emergencies:** For emergencies such as smoke, fire, or natural gas smell in the building, the first call should be to 911. Dispatch will contact first responders. Next call is to Facilities. Other types of emergencies such as floods, power loss, or building access system malfunction see "Weekend and Emergencies" list below.

**Weekday:** Non-emergency issues during the weekday should be submitted by Work Order.

**Evenings and Weekend:** Facilities open on weekends such as the Library, ERC, and PSB, use "Weekend and Emergencies" protocol. Service calls should be directed to the person in the order listed below.

### **Monday – Friday: Normal Work Hours**

Facilities Shopkeeper, Gary Schnock, @ 274-0356	7:00 AM – 3:30 PM
Facilities Office, Suzanne Phillips @ 274-0355	8:00 AM – 4:30 PM
Deputy Director of Facilities, Alan Lockett @ 274-0342 or 327-1426 (cell)	anytime
Maintenance Supervisor, Dana Dexter @ 274-0343 or 227-8056 (cell)	anytime
Cleaning Supervisor, Laurie Williamson @ 274-0340 or 327-1424 (cell)	anytime

### **Monday – Friday: Evenings**

Maintenance Supervisor, Dana Dexter @ 227-8056 (cell)	anytime
Deputy Director of Facilities, Alan Lockett @ 327-1426 (cell)	anytime

### **Weekend and Emergencies**

**Note: If you only get a voice recording, leave a message, and then call the next person on the list.**

<u>Dana Dexter</u> (General maintenance issues)...	<b>227-8056*</b> or 838-3499 (home)
<u>Bob Dyson</u> (HVAC and plumbing issues)...	<b>327-2990</b>
<u>VACANT</u> (HVAC and plumbing issues)...	<b>227-3351</b>
<u>VACANT</u> (Electrical & Fire Alarm System issues)...	<b>327-2992</b>
<u>Laurie Williamson</u> (Cleaning issues)...	<b>327-1424</b>
<u>Arel LeMaro</u> (Critical issues)...	<b>327-1309</b>

\*After hours calls to Dana, use home phone number.

Updated 05/2022 AML